



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Tuesday, January 19, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00001	Applications Programmer	Full-time	\$26.78 - \$36.86 hourly	01/11/16	01/22/16

Department:

INFORMATION TECHNOLOGY

Position Description:

Responsible for application software development, maintenance, support, testing and documentation.

This eligible list will expire 2 weeks after being established.

This position may require unconventional work hours and flexibility to support assigned applications [e.g., working 1st shift (8AM-5PM) and 2nd shift (11AM-8PM)].

This position is open for internal and external candidates.

2015-00474	Fleet Manager	Full-time	\$64,249.00 - \$88,157.00 annually	01/15/16	02/07/16
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Department:

PW - FLEET SERVICES

Position Description:

Work with Customer, End User, City Engineer, Director of Fleet Services and other fleet users in assisting in the financial and operational needs of customers using the cities fleet services.

Eligible list will expire three (3) months after being established

2016-00015	Innovation Team Planner Analyst	Full-time	\$53,135.00 - \$73,468.00 annually	01/11/16	02/01/16
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Department:

CITY COORDINATOR

Position Description:

The innovation team functions as an in-house innovation consultancy, moving from one city priority to the next. The team's initial priority is addressing disparities in the City of Minneapolis. The Planner Analyst will support the team on this and other priorities, focusing on data analysis, strategic planning and continuous improvement.

Bloomberg Philanthropies awarded the City of Minneapolis up to \$900,000 a year in grant funding for up to three years to create this exciting team.

The list created from this exam will expire three (3) months after being established.

2016-00002	Manager Financial Analysis and Systemstime Support	Full-time	\$83,640.00 - \$91,396.00 annually	01/15/16	02/12/16
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Department:
PW - SANITARY SEWER

Position Description:

Responsible for managing financial analysis and support and information technology support for the Surface Water and Sewer Division and coordinating high level financial planning for capital improvement projects involving multiple Public Works Department Divisions.

Eligible list will expire two (2) months after being established.

2015-00450	Neighborhood Support Specialist	Full-time	\$52,580.00 - \$73,582.00 annually	01/06/16 01/20/16
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Department:

Neighborhood and Community Relations

Position Description:

"Engaging Communities for a Better Minneapolis."

The Neighborhood and Community Relations Department of the City of Minneapolis supports hundreds of volunteers and staff who work with and through the City's 70 neighborhood organizations. NCR is now hiring a Neighborhood Support Specialist who will provide guidance and support to neighborhood leaders. Our ideal candidate is comfortable working in both the government and nonprofit worlds, is solution oriented and can negotiate differences between multiple stakeholders, can work with diverse communities and build bridges with the city, understands the importance of working with a team, can crunch numbers and convey complex information quickly and accurately.

POSITION INFORMATION:

There is currently one (1) exempt, full-time vacancy to be filled in the Neighborhood Division of the Neighborhood and Community Relations (NCR) Department. A flexible work schedule is required; some night/weekend hours will be necessary. Incumbent must also be willing/able to travel to community events and neighborhood organization offices.

PRIMARY RESPONSIBILITIES:

(Including, but not limited to the following)

Provide support to neighborhood organizations for the Community Participation Program and other funding programs developed and administered by the department; monitor and disseminate up-to-date strategies and practices for supporting community engagement; support linkages between neighborhood organizations, City departments and community groups.

2015-00411	Police Recruit	Full-time	\$26.97 - \$34.42 hourly	12/28/15 01/22/16
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Department:

Police Department

Position Description:

It is critical that you are able to follow direction. Read this job posting in its entirety. If invited, all proof of P.O.S.T. eligibility will be collected at the fitness exam. Active and valid proof of P.O.S.T. eligibility paired with your government ID will be required for admission to the fitness exam. Candidates will not be allowed to test without those documents and will be removed from the process if they are not produced at the time of the fitness exam. Proof of P.O.S.T. eligibility must remain active and valid throughout the hiring process.

A Minneapolis Police Officer interacts with citizens to identify and solve problems and keep their neighborhoods safe. Works various shifts and weekends, including holidays.

Candidates with no prior experience will start at the beginning salary. Candidates with prior law enforcement experience may be eligible to start higher in the salary range. **Candidates with prior law enforcement experience are encouraged to apply.**

INFORMATION SESSION (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly

encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. Each session will last up to 1.5 hours. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- Recruit Academy

Date:

Tuesday, January 19, 2016 at 6pm

Location: Special Operation Center (SOC) 4119 DuPont Ave No, MN 55412.

Parking: Street parking is available or parking in the Church parking lot.

ELIGIBLE LIST WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF CERTIFICATION.

2016-00014	Urban Scholars	Full-time	\$12.49 - \$16.00 hourly	01/11/16 02/19/16
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Department:

CIVIL RIGHTS

Position Description:

The City of Minneapolis, The State of Minnesota, Minneapolis Parks and Recreation, and the Minneapolis Public Schools are seeking Urban Scholars for the summer of 2016.

Urban Scholars will provide support to assigned department for 32 hours per week as well as participate in the Urban Scholars Leadership Institute 8 hours per week.

Complete application form in Neogov. Please review the [Application Guide](#) before applying and follow all instructions.

You must upload all of the following items with the application, and answer the essay questions fully as it is the primary form of selection:

- **Resume (including education and relevant course work, skills, languages spoken, unpaid experience, volunteer experience, work history, and accomplishments [i.e. honors, awards, etc.]).**
- **Unofficial transcript labeled with your student information (i.e. name, major, etc.)**
- **Essay Questions: In a 1-2 page, 1.5 spaced essay, please describe how you have exhibited the qualifications below in your personal, academic, or professional journey. The completed essay must be uploaded under the attachment type "Other" in the online application.**

1. The ability to understand, appreciate and interact with persons from cultures and/or belief systems other than one's own.
2. Cares about other people and their needs without regard for their own needs and thinks about other groups who have a stake or interest in various projects, initiatives, or activities.
3. Takes a broad view of the team concept and considers values, opinions, and preferences of other group members in completing tasks and in decision making.
4. Adapts well to changing conditions and new community needs or expectations and acknowledges the positive aspects of changes and events and stays open to new ideas, new technology, etc.
5. Recognizes when changes in priorities, direction or the pace of activities appear necessary, yet willing to preserve previous practices or approaches that work.
6. Shows resiliency in the face of obstacles, setbacks and other sources of stress; gets back up and moves forward.

**Promotional
Opportunities**

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00009	Development Coordinator II	Full-time	\$25.01 - \$34.86 hourly	01/11/16	01/22/16

Department:

CPED

Position Description:

****Restricted to current employees of the City of Minneapolis****

On major projects and in a lead role over junior staff, this position will provide assistance and information to customers regarding construction project permit and licensing requirements, application procedures, approval processes, and fees; receive and route plans and documents; and act as a liaison between City Staff and the customer during the application process.

THE ELIGIBLE LIST WILL EXPIRE IN THREE (3) MONTHS.

2016-00020	Managing Attorney -- Civil (Appointed)	Full-time	\$120,559.00 - \$142,915.00 annually	01/12/16	01/20/16
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Department:

ATTORNEY

Position Description:

There are two appointed vacancies in the City Attorney's Office. Applicants must be current employees in the City Attorney's Office at the City of Minneapolis. Supervise and direct a Civil Attorney Team in the City Attorney's Office functioning as the point person directly responsible for litigation or client services support efforts and take responsibility for ensuring legal services are responsive to City needs and are of the highest quality.

2015-00459	Police Sergeant	Full-time	\$37.52 - \$39.81 hourly	01/11/16	01/22/16
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Department:

Police Department

Position Description:

The City of Minneapolis is now using Team Minneapolis (powered by NEOGOV) as our online application system.

- Create a new account or use an existing account with NEOGOV (GovernmentJobs.com) to apply for a position at the City of Minneapolis.
- Applications and applicant information submitted in the former system or retained in your personnel file will not transfer over to the new online application system.
- To create an account with NEOGOV, a valid email address is required.
- An updated resume is useful when creating an initial account. Uploading a resume will pre-populate corresponding fields within the online application, reducing the amount of data entry needed.
- A resume is not a substitute for completing the online application. If the online application does not include complete information (such as work history, address, phone number, etc.) it will not be considered further.
- After an application is submitted in Team Minneapolis, that application information will be available to use and update on subsequent applications.
- You are encouraged to apply as early as possible.

DESCRIPTION:

Administer the directives and guide the actions of subordinates in enforcing Federal, State, Local Laws, and Ordinances for the Minneapolis Police Department.

The eligible list for this position will expire two (2) years from the date of certification.

2016-00025	Principal City Planner Full-time	\$65,033.00 - \$89,523.00 annually	01/18/16 01/29/16
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Department:

CPED

Position Description:

****This position is restricted to current employees of the Community Planning and Economic Development in the City of Minneapolis****

Responsible for the day-to-day administration of the zoning administration and zoning enforcement sections, administration and enforcement of the City's zoning and subdivision codes, and providing staff support for long-range and current planning efforts. Perform professional planning work requiring excellent analytical and communication skills in planning processes of moderate to substantial difficulty.

THE ELIGIBLE LIST WILL EXPIRE IN TWO (2) MONTHS.

2016-00017	Supervisor, Administrative Services	Full-time	\$64,632.00 - \$81,323.00 annually	01/14/16 01/24/16
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Department:

ATTORNEY

Position Description:

There is currently one (1) full-time vacancy in the City Attorney's Office. This position is restricted to current employees within the City Attorney's Office at the City of Minneapolis. Responsible for the development, administration, and analysis of administrative projects, programs and systems within the department, management and operational analysis, detailed budget oversight and expense and revenue monitoring, and supervision of staff.